

UNITED STATES GOVERNMENT

Memorandum

TO : Typists and Stenographers

DATE: 12 July 1963

FROM : Supervisor, Correspondence Division

SUBJECT: Office Responsibilities

1. The emergence of the typewriter gave women a chance to exhibit their ability and superiority in jobs that had predominantly been handled by men. Thousands of women entered the field of business as typists, stenographers and secretaries. Executives depend on them for the proper execution of hundreds of details with which they had been burdened previously.
2. On the job, the secretary establishes a system for taking care of the details. She arranges her desk in an orderly fashion. Stationery, envelopes and carbon paper are kept in her desk, a supply of pencils in her top desk drawer, and a calendar appointment pad, stapler, dictionary and reference books are neatly arranged on top of her desk. She learns how to deal with callers. How to determine who is important. She is pleasantly evasive when it comes to giving out information that employers might not wish to be known. She learns to accept responsibilities, and with greater responsibilities come greater earnings and advancement.
3. As a secretary advances she becomes more than just a taker of letters, a typist or a receptionist, she becomes a reliable source of information, a coordinator of business, inside and outside the office where she works. She knows where to get information and how to use a dictionary for the correct spelling of words. Her employer expects her to turn out the best-looking typing possible and attend to all the details.
4. Today's secretary is a vital asset to the business office.

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